

## FY 2026-2027 BUDGET SCHEDULE

April 28	Council Meeting- Review Schedule/ Budget Directions at Council Meeting.
April 29	Budget Kick-Off memo sent out to Departments regarding the budget process. Finance Department will provide Departments with general information on how the budget process will proceed for FY 2026 - 27.
May 22	Department heads submit budgets. All budget requests must be submitted to the Director of Finance by COB (Close of Business).
End of May	Preliminary Values Received from the Appraisal District.
June 8	Director of Finance presents draft budget to City Manager. Director of Finance briefs the City Manager on departments' requests in comparison to revenues and provides the City Manager with a draft budget for review.
June 09	Strategic Planning meeting with City Council
June 09-19	City Manager / Finance Director meet with each Department to review budget and priorities
June 23	City Manager submits copies of the proposed budget to the City Secretary for distribution to all interested persons.
July 1	City Council receives draft budget for review. The City Charter requires the City Manager, between 60 and 90 days prior (July 1-August 1) to the beginning of each fiscal year, or as soon as practicable after all necessary information is obtained from the county appraisal and taxing authorities to present council a proposed budget.
July 11	First Budget Workshop with City Council. Lupe Valdez/Susie J Hernandez – General Overview, Revenues, Tax Rate, Personnel & Benefits. Utility Billing as part of Water. Hector Renteria – Public Works, Water, Sewer, and Plant Operations. Jason O'Mara – Parks Department, ABLC, Angleton Recreation Center, Keep Angleton Beautiful (KAB) Events, Street / Park ROW, Angleton Recreation Division. Joseph Garcia – Fire Department, Angleton Emergency Services District #3 Lupe Valdez – Police Department, Animal Services, Police Donations, Animal Control Donations, Police Drug Confiscation.  Loyd Ayers – Angleton Area Emergency Medical Corp.
End of July	Certified values received from Appraisal District.

- August 6 Council Meeting – Second Budget Workshop with City Council.  
 Otis Spriggs – Development Services Department  
 Martha Eighme – Economic Development, Community Events, Hotel/Motel, Downtown Revitalization.  
 Desiree Henson – City Secretary, City Council,  
 Danelle Tolbert -Municipal Court, Municipal Court Technology, Municipal Court Security, Child Safety  
 Colleen Martin – HR Department  
 J???? – Emergency Management  
 Department Jason Crews – IT Department  
 Susie Hernandez – Grant Administration Current and Future Projects  
 Lupe Valdez – Administration, Capital Projects Fund  
 Susie Hernandez – Finance Department, Debt Service, Capital Expense Revolving, Capital Replacement funds, Unemployment fund, City Employee fund, TIRZ No. 1 & 2, Tax.
- August 12 Council Meeting – Third and Final Budget Workshop with City Council.  
 Follow-up on any outstanding items and revisit departments, as necessary.  
 Discuss tax rate. Take a record vote to propose a tax rate. Governing body must schedule and announce date, time, and location of public hearing on tax rate.
- August 21 The notice must appear at least five days before the meeting or public hearing. In addition, the governing body of a taxing unit may not hold a public hearing on a tax rate or hold a meeting to adopt a tax rate until the 5th day after the Appraisal District has complied with Texas Property Tax Code Section 26.05(d-1).
- August 26 Council Meeting. Must announce time and location that tax rate will be approved.
- September 09 Council Meeting – Public hearing on the budget. Public hearing on tax rate. Council considers adopting the Budget and Tax Rate. Take a record vote to adopt a tax rate. City Secretary files copy of the budget with Brazoria County Clerk. Finance Department sends a copy of the approved budget to each department.  
 Martha Uploads Adopted Budget to City Website.

